



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Standards and Assessment Division Private College Standards Unit 302 Educational Annex, 156 Trinity Ave. Atlanta, GA 30334 S.W.	Application Number 80-405	
Application Number		Date Received DEC 8 1980	Date Completed DEC 29 1980
2. Person to Contact Ann Buchanan		Working Title Senior Secretary	Telephone Number 656-2538
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1975		5. Records Series Title (followed by title used in office; if different) Private Colleges Application Case Files	
Latest To Date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Private College Standards Unit is responsible for administering the Postsecondary Authorization Act of 1978 (Georgia Code Annotated 32-48), a state law which provides for the licensing and regulating of certain defined degree-granting private colleges and universities.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. establishing and maintaining standards for private colleges and universities, as established by Georgia Code 32-48, Postsecondary Educational Authorization Act of 1978. Applications for Authorization, Personnel Data, Financial Audits, and related correspondence.	
File is arranged: In-State and Out-of-State; thereunder alphabetically by college name.			
8. Monthly Reference Rate One to six months old <u>20</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>3</u> ; twenty-five months and older <u>0</u> ?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) <u>7 cubic feet</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Financial information on private colleges.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ 0 _____ years.	d. Audit period	_____ 0 _____ years.
b. Statute of limitation	_____ 0 _____ years.	e. Administrative need	_____ 2 _____ years.
c. Federal law	_____ 0 _____ years.	f. Federal retention instructions	_____ 0 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each;

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Authorization Renewal Date *

- ☒ Hold in the current files area _____ month(s) _____ 2 _____ year(s); then remove and destroy financial audits; then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

*

The term for which authorization is given shall not extend for more than one year, and may be issued for a lesser period of time. (32-4807, par. d)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>John P. C. Lanning</i>	12/3/80	Walker L. Baumgardner	12-2-80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	12-23-80
		Secretary of State/Designee	12-22-80
		Attorney General/Designee	12-24-80



Georgia Department of Education
Office of Administrative Services
Twin Towers East
Atlanta, Georgia 30334-5050

Werner Rogers
State Superintendent of Schools

July 9, 1991

Hall Rogers
Associate State Superintendent
Don Hight
Assistant State Superintendent

Mr. William Mangum
Director
Nonpublic Postsecondary Education Commission
2082 Exchange Place, Suite 200
Tucker, Georgia 30084

7/10/91
1:15
OFFICE
SECURITY

Dear Mr. Mangum:

In compliance with Section 8 of HB 317 which provides for the establishment of the Nonpublic Postsecondary Education Commission effective July 1, 1991, the Department of Education hereby transfers the Records Retention Schedules listed below to your agency. This transaction will maintain legal requirements and ensure continuity in the records management procedures for your program. A copy of the letter dated November 27, 1990 to Stephen Dougherty of the Georgia Student Finance Commission is enclosed. This letter addresses the initial transfer of records for administrative purposes in compliance with Article 4, Section 6 of HB 1254.

Copies of the following Records Retention Schedules for your files are enclosed.

- (1) Schedule 76-3 - Closed Proprietary Schools
Student Record Files
- (2) Schedule 76-97 - Proprietary Schools Administrative Files
- (3) Schedule 78-201 - Closed Private Colleges
Student Record Files
- (4) Schedule 80-405 - Private Colleges Application Case Files

Copies of Records Transmittal and Receipt Forms which describe in detail the records currently stored at the State Archives and State Records Center through November 27, 1990 were given to Stephen Dougherty and Wanda Gray at the November meeting. I am enclosing copies of the transmittals for all records placed in storage from that date until April 24, 1991 when the transfer of all eligible records to the State Archives and State Records Center was completed. Also enclosed is a complete listing by Accession Number for each Records Retention Schedule.

Mr. William Mangum
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July 9, 1991

Your staff may receive assistance with records management policies and procedures from the Department of Archives and History. Edward Weldon, Director, may be reached at 656-2538 and Robert Williams, Manager of the State Records Center, may be reached at 756-4860. I hope that you and your staff will be successful in accomplishing your mission and meeting your goals. If I may be of further assistance regarding records management please feel free to call me at 656-2513.

Sincerely,

Vickie Oakes

Vickie Oakes
Records Management Officer
General Services Section

VO:vo

Enclosures

cc: Bill E. Denman
Wanda Gray
✓ Edward Weldon
Robert Williams
Bill Stephens



**Georgia Department of Education
Office of Administrative Services
Twin Towers East
Atlanta, Georgia 30334-5050**

Werner Rogers
State Superintendent of Schools

November 27, 1990

Hall Rogers
Associate State Superintendent

Mr. Stephen Dougherty
Executive Director
Georgia Student Finance Commission
2082 Exchange Place, Suite 200
Tucker, Georgia 30084

Dear Mr. Dougherty:

In compliance with Article 4, Section 6 of HB 1254 which provides for the establishment of the Nonpublic Postsecondary Education Commission, the Department of Education is transferring records and files as so specified in Code Section 20-3-250-25 for administrative purposes as necessary for the implementation of the Act on July 1, 1991.

Copies of the approved Records Retention Schedules for the files are enclosed.

1. Schedule 76-3 - Closed Proprietary Schools
Student Record Files
2. Schedule 76-97 - Proprietary Schools Administrative Files
3. Schedule 78-201 - Closed Private Colleges
Student Record Files
4. Schedule 80-405 - Private Colleges Application Case Files

Copies of Records Transmittal and Receipt Forms which describe in detail the records currently stored at the State Archives and the State Records Center are enclosed for your information. You will need this information in order to recall files from storage when necessary. I will notify the State Archives and State Records Center of the transfer of the responsibility for these records from the Department of Education to the Georgia Student Finance Commission.

Also attached is a "draft" copy of Policy and Procedures for the transfer of files to the Archives and State Records Center. These procedures are currently being reviewed for final approval and your office should receive the new procedures in the near future.

Mr. Stephen Dougherty
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November 27, 1990

The transfer of active records and files for Nonpublic Postsecondary Schools will be completed by Janie Smith, Director of the Nonpublic Postsecondary Schools Division and Wanda Gray, Coordinator for the Proprietary School Standards Section.

If I may be of further assistance with questions regarding the transfer of records please give me a call at 656-2513 and I will be glad to help you. The staff of the State Records Center (756-4860) and the State Archives (656-2380) will be able to assist you and your staff with records management needs.

Sincerely,

Vickie Oakes

Vickie Oakes
Records Management Officer
General Services Section

VO:vo

Enclosures

cc: Bill Denman
Ellis Bateman
Janie Smith
Wanda Gray
Robert Williams